

## **TASSQ DINNER MEETING PRESENTATIONS**

### **Submitting a Presentation Proposal**

If you wish to be a speaker at a TASSQ dinner meeting, we look forward to hearing from you. Please send the following by e-mail to [admin@tassq.org](mailto:admin@tassq.org):

1. An outline of the proposed topic
2. Speaker name and very brief biography
3. Speaker contact information (telephone number and e-mail address)

### **Presentation Topics**

Any topic relevant to software quality assurance practitioners is acceptable as a dinner meeting presentation, such as:

- Software testing practices and experiences
- Quality Models and Quality Assessment
- Quality management and control
- Project management/control processes and issues
- Software process improvement
- Metrics related to software development and quality
- Risk management and control
- Ideas, experiences, lessons learned
- Any other topic relevant to the software QA community

Although the presentation may be of a tutorial nature, the audience is mainly interested in the sharing of experiences, both positive and negative, or a presentation on an innovation. For a history of past presentation topics, please visit our web site at <http://www.tassq.org/dinner/index.html> - past

*The presentation must not promote any products or services*

### **Presentation Length**

Presentations are one and a half hours in length, from 7:00 pm to 8:30 pm, which should include some time for questions and answers (about 15 minutes).

### **Presentation Schedule**

Presentations are scheduled for the last Tuesday of every month, except for July, August, and December. TASSQ attempts to schedule speakers for a good balance of topics over the course of a year and not to schedule similar topics too close to each other.

Please provide the dates that the speaker is NOT available, to help us in our scheduling.

## **Presentation Announcement**

Once a speaker has been scheduled, the speaker must provide a one-page announcement for the dinner meeting, which includes:

1. Presenter's name, title (or designations) as applicable, and company name
2. Overview of presentation

The preferred format of the overview is an introductory paragraph or two, followed by bullets to highlight major presentation agenda items.

3. Very brief biography (one short paragraph)

For an example of a good announcement, please see the dinner meeting announcement for February 27, 2001 on our web site under past presentation topics (<http://www.tassq.org/dinner/index.html> - past ). This announcement drew a very large crowd. It fills the page nicely, uses bullets to provide a quick overview of what the meeting is about, provides a good balance of text and bullets and only has a small paragraph on the bio.

The announcement information may be sent in a Word document, or just as text in an email message. TASSQ then places the material into the standard announcement format and edits, as necessary, to fit into the format.

## **Announcement Due Dates**

The material for the announcement is due *6 weeks prior to the presentation*.

We post the announcement on the TASSQ web site about one month prior to the presentation (e.g. the announcement for a February presentation is posted immediately after the January presentation is complete)

TASSQ sends out the announcement by email to our distribution list 10-14 days prior to the presentation

## **Presentation Handouts**

The speaker must provide hardcopy of presentation overheads as meeting handouts. The speaker may duplicate sufficient handouts and bring them to the meeting, or provide TASSQ an electronic copy by email and TASSQ will duplicate the handouts

- If the speaker is duplicating and bringing the handouts, TASSQ will provide updates on the number of reservations by e-mail. Usually we have a good estimate of the expected attendance on the Friday prior to the scheduled meeting
- If TASSQ is duplicating the handouts, the speaker must send us an electronic copy of the presentation no later than one week prior to the presentation

## **Presentation Equipment**

TASSQ provides the following equipment for the presentation:

- a lapel microphone
- a projector

The presenter is responsible for bringing any other equipment, such as a laptop.

**Sales/Marketing**

There is no sales/marketing permitted during the presentation.

TASSQ has an "info" table where any sales/marketing/brochures or any other materials may be displayed.

**Meeting Evaluation**

Dinner meeting attendees complete evaluation sheets, which are compiled into a report. If the speaker wishes, they may receive a copy of the report. The report is usually ready about one week after the presentation